

CONFIDENTIAL

OPTIONAL FORM NO. 10
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Approved For Release 2001/11/19 : CIA-RDP78-07317A000100170012-3

UNITED STATES GOVERNMENT

Memorandum

OCIC-M75-033

TO : Chief, Records Administration Branch,
ISAS/DDA

FROM : Chief, Information Control Staff, OC

SUBJECT: Supplemental Distribution

1. We have eight boxes of current clandestine radio procedural documents. We request approval to transfer them to the Records Center as supplemental distribution. These documents fall under item 14c(2) of OC Records Control Schedule 50-70/15.

2. Attached is an alphabetical list of the documents. Each document is followed by two numbers. The first number represents the quantity of Base (large) size and the second number represents the quantity of Field (small) size. At present we are uncertain as to how often these documents will be requested, therefore the OC offices will go thru OC-IC for their document requests so we can record document usage and stock level. We will telephone requests to the Records Center, and only requests from OC-IC personnel are to be honored.

3. The last copy of a document is considered the record copy and will be used to reproduce extra copies. To ensure that we don't use the record copy, the Records Center will inform us if one of our requests includes the last copy, so we can reorder it.

4. As new documents are published, we will send copies to be added in additional boxes as necessary and record them on our current list. Also, documents that become obsolete will be recalled for review and proper disposition.

5. The Records Control Schedule will be amended to reflect these procedures when next revised.

25X1A



Attachment:
as stated

Downgraded to
ADMINISTRATIVE - INTERNAL USE ONLY
Upon Removal of Attachment

cc: DDA/RMO



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

SUBJECT: Supplemental Distribution

APPROVED:

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Chief, Records Administration
Branch, ISAS

14 May 75
Date

*The storage of the extra copies in supplemental distribution is approved, however the record copy must continue to be sent to the Records Center according to Item 14c(2) of RCS 50-70/15 as an independent retirement from the shipment of supplemental distribution. Supplemental distribution storage has no means of providing for the preservation of record copies.

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